

**Subject:** Fwd: Prorated Invoice Request  
**From:** "Rita Moreno" <rita.moreno@lacity.org>  
**Date:** 9/22/17, 8:35 AM  
**To:** ellenendo@yahoo.com; board@visitlittletokyo.com

Dear Ms Endo:

Mr. Kwan at Hiram Kwan Professional Law (invoice 14 LT180000338) has contacted our office and advised that he has notified you that he is moving out of the BID at the end of September. He is requesting that his assessment amount be prorated and a new invoice sent. (See attachment)

Please confirm that the BID has determined that Mr. Kwan be assessed at a reduced amount. If so, please complete and submit the attached assessment change form.

Thank you.

Rita

--

Rita Moreno  
City of Los Angeles  
Office of the City Clerk  
Neighborhood and Business Improvement District Division  
200 N. Spring Street, 2nd Floor #237  
Los Angeles, CA 90012  
Office (213) 978-1122  
Fax (213) 978-1130



- [Attachments-106/Assessment Change Form.doc](#)
- [Attachments-106/S14KONICAC517092113410.pdf](#)